



DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)

6 April 2020

MEMORANDUM FOR 375 AMW MISSION PARTNERS

FROM: 375 AMW/CC

SUBJECT: Civilian Personnel COVID-19 Clarification On Mission Critical Functions

1. This memorandum provides guidance for supervisors who are responsible for ensuring work necessary to support ongoing global operations during the COVID-19 Pandemic. There has been some confusion surrounding the use and meaning of various similar terms as they relate to civilian employees. For purposes of communications at Scott AFB, the following guidance shall clarify my intent regarding terms used in prior communication and explains what is expected of employees continuing to perform functions or duties to accomplish the mission. Should more definitive guidance be released by higher headquarters, that guidance may supersede any interpretations presented below.
2. In the Scott Air Force Base COVID-19 Mission Command Guidance dated 16 Mar 20, the term "Mission Critical" was used because it is specific to a pandemic health crisis as identified in DoDI 1035.01, Telework Policy. The term "Mission Critical" is viewed as synonymous with the term "Emergency" as defined in 5 CFR 630.1605. Therefore, until superseded by higher headquarters, the term "Mission Critical" is used to refer to those job functions identified as critical to performance of the agency mission.
3. The mission critical distinction is important because it is the only time you can order an employee to telework. An employee previously designated "mission essential," for purposes of reporting to work during severe weather, would likely be "mission critical" for purposes of this pandemic. However, the need for them to physically report for duty will be based on each employee's particular function/duties, and whether those duties must continue during the pandemic. Ultimately, it is up to each unit to determine what duties must be performed either remotely, on the installation, or a hybrid of both. Furthermore, each supervisor is responsible for communicating that information to their employees, and for ensuring the continued performance of those duties.
4. An employee previously designated as "mission essential" is not automatically considered mission critical. For example, personnel that operate snow removal equipment are designated as "Mission Essential" for purposes of reporting to work during severe weather, but their duties are not required to be performed at this time. Additionally, employees not previously designated as "mission essential" for the purpose of weather may now be required to perform duties critical to the mission.
5. This guidance will remain in effect for the duration of the public health emergency, or until it is superseded by a higher authority.

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Commander